



[York University](#) offers a world-class, modern, interdisciplinary academic experience in Toronto, Canada's most multicultural city. York is at the centre of innovation, with a thriving community of almost 60,000 faculty, staff and students who challenge the ordinary and deliver the unexpected.

Campus Services and Business Operations provides services which support the academic mission of the University and enhance the quality of life for members of the York community.

To learn more about Campus Services and Business Operations, please visit <http://www.yorku.ca/csbo>

Posting Number: 7544

Position Title: Manager, Security Training & Standards

Department: Security Services, Campus Services and Business Operations

Affiliation/Union: CPM **Salary Grade:** F

Hiring Salary Range: \$71,768 - \$80,739

Maximum of Salary Range: \$98,681

Hours of Work: 8:30 am - 4:30 pm, Flexibility to work week-ends and outside regular business hours required.

Duration: Continuing Full-Time **External Date Range:** September 28, 2011 to ***Posted until filled***

Purpose: Reporting to Director Security Services, the Manager, Security Training and Standards is responsible for the development, implementation, coordination and facilitation of training to all Security Services staff at York University for both the Keele and Glendon campuses. In consultation with the Director, the Manager is responsible for the development and maintenance of York University Security Services (YSS) training packages and, standards and procedures in support of a safe campus environment for the over 50,000 students and staff, faculty and visitors that comprise the York University Community.

Education: Law and Security Administration degree or diploma from a recognized University or Community College or equivalent combination of education and experience. Certificate in adult learning or equivalent in experience developing and delivering training programs. Private Security Guard License preferred.

Experience: Minimum 5 years security or policing related experience. Experience developing and implementing multiple policies, procedures and standards. Three years minimum experience planning, developing, coordinating and delivering training programs. Experience in a University environment preferred. Experience managing in a unionized environment required. Police experience preferred.

Skills: Demonstrated skills in: Security operating methods and best practices, physical security methodologies and techniques for the protection of persons, property and equipment. Federal, Provincial and Municipal legislation such as the Private Investigators and Security Guard Act, Criminal Code of Canada, Trespass to Property Act, etc. The development and delivery of training programs. Ability to teach/train diverse group of adults with varying learning styles. Excellent presentation skills, facilitation and mediation and strong leadership skills. Demonstrated ability to work autonomously as well as part of a team with the ability to communicate (oral and written). Supervising, coaching, mentoring and motivating staff. Analytical skills with the ability to use tact and diplomacy. Ability to exercise sound judgment in a consistent fashion, Ability to handle fluctuating workloads, conflicting priorities and concurrent activities. Intermediate spreadsheet (MS Excel), Intermediate word processing (MS Word) and Intermediate electronic presentation skills (MS PowerPoint). Basic database management skills (MS Access) preferred. Working knowledge of PPM 2000 Perspective incident reporting software preferred.

We offer comprehensive benefits and access to superb educational and recreational facilities. To apply to this exciting opportunity or for full position details, qualifications and application procedure procedures go to www.yorku.ca/jobs.

Thank you for your interest in York University. Only those selected for an interview will be contacted. York University is committed to Employment Equity and encourages applications from all qualified candidates.